

# ONEIDA COUNTY NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services  
**TITLE:** Workforce Development Counselor  
**SALARY (GRADE):** \$39,878 (23W) Plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position provides professional vocational guidance and related services to individuals participating in various aspects of the Workforce Development Program. This is an entry-level position in the field of vocational guidance in the Workforce Development Program. The duties involve the responsibilities of assisting Workforce Development participants in formulating and modifying employability plans which may involve remedial education, work experience, specialized skill training, and related supportive services. The Workforce Development Counselor is called upon to exercise sound professional judgement in formulating and carrying out plans to meet individual vocational problems faced by participants. Work is performed under the general supervision of either a higher-level Counselor or other higher-level administrative staff employee of the agency who, as necessary, offers guidance and instruction on individual problem cases. Supervision may be exercised over the work of support and clerical staff. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Bachelor's Degree in social science, human services, or other area of study structured to prepare individuals in the field of counseling; **OR**
- (B) Satisfactory completion of a minimum of 60 semester credits, with at least 12 credit hours in social science, human services, or other area of study structured to prepare individuals in the field of counseling **AND** two (2) years of full-time experience as a Counselor, Caseworker, Employment Interviewer, or other related position with similar duties and responsibilities.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

### **NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** February 3, 2023

**\*\*Oneida County is an equal opportunity employer\*\***